

BYLAWS

of the

ALASKA CHAPTER

AMERICAN SOCIETY OF SAFETY PROFESSIONALS

**Alaska Chapter Date Chartered:
September 28, 1974**

Bylaws as currently amended Adopted: December 2022

Bylaws Approved by the Area Director and Regional Vice President

Royal Willard

Royal Willard (Dec 9, 2022 15:38 PST)

(Regional Vice President Signature & date)

Justin Moloczniak

Justin Moloczniak (Dec 12, 2022 12:04 PST)

(Area Director signature & date)

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ARTICLE I - NAME

- Section 1. The name of this organization shall be the Alaska Chapter of the American Society of Safety Professionals. The Alaska Chapter was chartered September 28, 1974.
- Section 2. Hereinafter, the Alaska Chapter will be referred to as Chapter, and the American Society of Safety Professionals will be referred to as the Society.

ARTICLE II - PURPOSE

- Section 1. The purpose of this Chapter will be to promote the advancement of the safety profession and safety professionals and development of its members in the geographical area served.
- Section 2. In fulfilling its purposes, the Chapter shall have the following objectives within the geographical area:
- A) To develop and/or promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
 - B) To develop and/or disseminate locally, information and materials that will carry out the purposes of the Chapter, the Society, and serve the public.
 - C) To provide and/or support forums for the interchange and acquisition of professional knowledge among its members.
 - D) To foster liaison with local organizations of related disciplines.
 - E) To inaugurate and implement programs and projects that are consistent with the purposes of the Chapter and the Society.
 - F) To conduct its affairs in a manner that will reflect the standards, purposes, and objectives of the Society.

ARTICLE III - MEMBERSHIP

- Section 1. Membership in the Chapter is open to those individuals who are members of the Society in good standing and who are located within the Chapter's geographical area or request membership in it. All members of the Chapter shall be members of the Society.
- Section 2. Membership is personal and not transferable.
- Section 3. All Chapter members are eligible to vote on all matters submitted to the Chapter membership.

ARTICLE IV – ORGANIZATION

- Section 1. The Chapter is a not-for-profit organization chartered by the Society for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society Bylaws.
- Section 2. In order to maintain its Charter, the Chapter shall have a minimum of 40 active members.
- Section 3. The Chapter is located in Region I, Area I, and the Chapter's geographical area is defined as follows: The geographic boundaries of the state of Alaska, except those areas encompassed by the Midnight Sun Chapter, defined as:
The Fairbanks North Star Borough, City of Nenana, and City of Delta Junction of the State of Alaska. In general terms this is all lands north of the Alaska mountain Range and south of the Brooks Mountain Range, between 140 degrees west latitude and 150 degrees west latitude.
This area is also defined as all Postal Zip Codes from 99500 through 99950 except for the Zip Codes covered by the Midnight Sun Chapter as follows:
Fairbanks North Star Borough – 99701 through 99703, 99705 through 99712, 99714, 99716, 99725, 99775, and 99790; City of Nenana – 99760.
City of Delta Junction - 99737
- Section 4. There shall be a Chapter Executive Committee (CEC) responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such bases that will not impair the ability of the Chapter to pursue its purposes independently.

- Section 5. The CEC shall consist of the elected officers as follows: President, President-Elect, Vice President, Secretary, Treasurer, and Advisory Group Member on the ASSP Advisory Group. A majority of the CEC present at a meeting shall constitute a quorum.
- Section 6. Each major objective as listed in Article II, Section 2 of these Bylaws shall be under the supervision of either a Chapter officer or a Committee Chairperson appointed by the CEC.
- Section 7. The Chapter President is a member of the Regional Operating Committee. A Professional Member or Member who is an elected officer of the Chapter may serve in the stead of the President if so, designated in writing to the Regional Vice President.
- Section 8. Chapter officers shall be elected by members of the Chapter.
- Section 9. The Chapter activity year shall be from July 1 to June 30.

ARTICLE V - OFFICERS

- Section 1. Elected officers of the Chapter shall be:
- a) Advisory Group Member on the ASSP Advisory Group
 - b) President
 - c) President-Elect
 - d) Vice President
 - e) Treasurer
 - f) Secretary

These officers shall comprise the Chapter Executive Committee (CEC).

- Section 2. Each elected Chapter officer shall be a Society member for one year prior to taking office; exceptions must be approved by the Regional Vice President. However, only a Professional Member or Member may hold the offices of President, President-Elect, Vice President, or Advisory Group Member on the ASSP Advisory Group.

To hold the office of President, a Professional Member or Member would normally progress through the offices starting with Secretary. Exceptions can be made by the Chapter Executive Committee. Exceptions can be made when an office holder becomes unwilling or unable to progress past the current office, or is removed from office in accordance with Article VI, Section 7.

While officers will normally succeed to the next highest office (in the order noted in Article V, Section 1), an annual election is required for all elected positions. Any qualified member may be nominated to any office at any time and shall be included on the election ballot if properly nominated. Officer candidates cannot be nominated for more than one position on the CEC. See Article VI.

Section 3. The President shall:

- A) Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- B) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- C) Be a representative of the Chapter to the Regional Operating Committee.
- D) Provide leadership for programs and activities for the Chapter during the term of office.
- E) Appoint such committees as are necessary to implement the objectives of the Chapter.
- F) Submit the required Annual Chapter Stars report to the Regional Vice President and Society Headquarters by August 15.
- G) Submit the names of Chapter officers elected for the ensuing year annually by May 31 to the Regional Vice President and Society Headquarters.
- H) Transfer all Chapter administration materials to incoming Chapter President by June 30.

Section 4. The President-Elect shall:

- A) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- B) The President-Elect shall be involved in all activities of the chapter as directed by the President.

Section 5. The Vice President shall:

- A) Succeed to the office of the President-Elect and carry out its duties if the President-Elect is unable to serve.
- B) Assume responsibilities for the work of Committees as assigned by the President.
- C) Assume the duties of the Secretary and/or Treasurer as necessary.

Section 6. The Treasurer shall:

- A) Succeed to the Office of Vice President and carry out its duties if the Vice President is unable to serve. Maintain all financial records of the Chapter.

- B) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- C) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- D) Submit a completed Chapter Dues Report by March 1 to Society Headquarters.
- E) Complete the Chapter's audited income & expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report to Society Headquarters on or before May 31. Transmit any tax documents on or before August 15 to the IRS with a copy to Society Headquarters.

Section 7. The Secretary shall:

- A) Succeed to the Office of Treasurer and carry out its duties if the Treasurer is unable to serve. The Secretary shall assume duties of the Treasurer as necessary.
- B) Maintain Chapter records and correspondence.
- C) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- D) Be responsible for notifying Chapter members of meetings, maintaining RSVPs, and coordinating facilities.
- E) Retain custody of the Chapter Charter.

Section 8. The Advisory Group Member(s) on the ASSP Advisory Group shall:

- A) Operate in accordance with Advisory Group Operating Procedures and Society Bylaws.
- B) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.
- C) Actively discuss and provide input on issues/topics to the Board of Directors.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent immediate Past President available to serve shall appoint a Nominations and Elections Committee Chairperson. The Nominations and Elections Committee (NEC), including the Chairperson, will consist of no less

than three (3) or no more than five (5) members. One member shall be selected by the most recent immediate Past President available to serve and the balance of the NEC by the NEC Chairperson. The current Chapter President shall not be a member of the Nominating Committee.

Members of the NEC who are nominated to run for an office shall resign from the NEC and be replaced with qualified members following the appointment process above.

Selection of the NEC Members shall be completed not later than the first Executive Committee meeting of each calendar year (January CEC meeting) and duly recorded. The full final NEC must approve the slate of officer candidates. Officer candidates cannot be nominated for more than one position on the CEC.

Section 2. The Nominations and Elections Committee shall select qualified candidates, consistent with Article V, Section 2, for all elective offices listed in Article V, Section 1. Candidates' names shall be published and distributed to the Chapter membership at least 30 days in advance of the election.

Section 3. Chapter Professional Members or Members may submit a signed petition nominating one or more individuals for elective office. The petition will require ten (10) Professional Member or Member signatures to be valid. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the NEC 30 days in advance of the election. The names of such nominees shall be published and distributed to the membership at least 15 days prior to the election.

Section 4. The term of elected Chapter officers shall be for one year beginning July 1 through June 30.

Section 5. Election of officers for the ensuing year shall be held prior to April 30. The election may be held at the April Chapter meeting, or by electronic means.

If there is more than one candidate for any office, election shall be by secret ballot (written or electronic). If there is only one candidate for an office, election may be by voice vote.

Section 6. In the event a quorum is not present at the April Chapter meeting, a special mail or electronic ballot will be sent to the Chapter Members and a return of at least 40 votes or 20% of the Chapter membership (whichever is smaller) is required. The ballot process should take less than 30 days with at least 15 days as a minimal period for response from members and shall provide for an anonymous voter response.

Section 7. Removal of elected Chapter officers shall be by a 2/3 vote of the CEC at any regular or special CEC meeting at which a quorum of the CEC is present or by Chapter members at any regular or special meeting at which a quorum of the

chapter is present. Notification of special meetings shall be distributed to each member at least 30 days in advance of the date of the meeting

Upon presentation of a signed petition from 10 voting members of the Chapter, the CEC shall be obligated to review the validity of the petition and investigate the circumstances. Committee Chairpersons appointed by elected officers or the CEC may be removed by the officer who appointed them.

Section 8. Vacancies in elected Chapter offices shall be filled by the succession designated in the various officer descriptions. If no succession is designated, or the designated successor declines to accept the position, the position shall be filled in the way specified below, according to the position and timing of the vacancy.

A) Should a vacancy occur in any elected office, including Secretary, Treasurer, Vice President, or Advisory Group Member (except President or President-Elect), the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article V, Section 2) to fill the unexpired term of office, giving special consideration to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.

B) Should a vacancy occur early in the term, in the office of:

1) President, the President-Elect shall succeed to the Presidency. If the President-Elect declines the position, a past President may serve as President for this term upon the approval of the Chapter Executive Committee. Otherwise, a special election as specified in B) 2) of this section will be considered for filling the seat of President. The President-Elect or Nominations and Elections Committee will be responsible for completing the special election.

2) President-Elect*, the President shall:

- (a) Notify the Nominations and Elections Committee (NEC).
- (b) Publish notification of the election and the slated nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.
- (c) Receive at the Chapter meeting any additional nominating petitions as may be rendered, and signed by the number of Professional Members and Members specified in Article VI, Section 3.
- (d) Conduct a voice vote at the Chapter meeting if there is only one nominee and a written ballot if there is more than one nominee for office.

- (e) Assure that the successful candidate shall assume office immediately on election.

C) Should a vacancy occur at mid-term or later, in the office of:

- 1) President, the President-Elect shall serve the unexpired term of the President in addition to the term for which he/she was originally elected.
- 2) President-Elect, if it is not an operational hardship for the Chapter, the position may remain vacant until the next election is conducted. If it is operationally necessary for the Chapter to have a President-Elect, then the position should be filled as noted in this Article and Section, paragraph B) 2).

Section 9. Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.

Section 10. Inability to serve - If after election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

ARTICLE VII - SECTIONS

Section 1. Sections may be formed by this Chapter to serve 10 or more dues-paying or emeritus Chapter members whose geographical location, within the Chapter area, constitutes an inconvenience to participate in Chapter affairs, and whose number is insufficient to permit formation of a new Chapter. The Section shall operate in accordance with Society and Chapter Bylaws.

Section 2. The group must petition the Chapter Executive Committee to form a Section of the Chapter.

- A) The petition should outline:
 - 1. Name of the Section.
 - 2. Territory the Section will encompass.
 - 3. Number of members currently in the territory.
 - 4. Plans for meetings to be held and the nature of the program.
 - 5. Justification for the creation of the Section.
 - 6. Any dues arrangements between the Chapter and the Section.
 - 7. Submit a copy of Section Bylaws (see Model Section Bylaws)
- B) Sections must meet the approval of the Chapter's Executive Committee and the Regional Operating Committee.

Section 3. Section members shall elect a Chairperson and Secretary/Treasurer and must abide by the Bylaws of the Chapter.

- A) The Chairperson shall be a Professional Member or Member. The Chairperson of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee, and shall attend at least two, as a non-voting participant.
- B) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and the Regional Vice President.
- C) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status. The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
- D) The Chairperson of the Section shall appoint a Section Nominations and Elections Committee (SNEC) annually to select nominees for the offices of Chairperson and Secretary/Treasurer for the year beginning July 1. Both officers' terms shall be for one year beginning July 1. Election of these officers shall be held at a Section meeting prior to July 1.
- E) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Regional Operating Committee, and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.
- F) Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies. (See Model Student Section Bylaws)

ARTICLE VIII - DUES

Section 1. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual Chapter dues as determined by Chapter members, in addition to Society dues.

Section 2. All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.

Section 3. Chapter dues shall be determined by vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least 30 days in advance regarding dues proposals.

ARTICLE IX - MEETINGS

- Section 1. Chapter shall meet at least six times per year and four of those meetings shall be technical meetings. Technical meetings are those that define or discuss methods, procedures, systems, devices and/or standards toward the reduction, control or elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees.
- Section 2. Special meetings of members may be called by the Chapter Executive Committee. The notice calling such a meeting shall state the purpose of the meeting; such notice to be sent to each member at least two weeks in advance.
- Section 3. Eleven (11) Chapter members in good standing and at least one elected member of the Chapter Executive Committee (12 total) shall constitute a quorum at any regular or special Chapter meeting.
- Section 4. The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of business at all meetings of the Chapter unless otherwise provided in these Bylaws.
- Section 5. Executive Committee meetings shall be conducted at least six times per year and the Chapter President will preside over the meetings. These meetings are necessary for managing the chapter including finance reports, strategic plans, governmental affairs, membership growth and other business items needed to manage the Chapter successfully.
- Section 6. E-Mail Motions shall be allowed in order to facilitate voting on time sensitive issues. Since the Board meets on a monthly basis, the need for an e-motion/e-vote should be clearly restricted to only time-sensitive items. In no case should the discussion be less than one week, and a vote deadline be less than another week. E-Mail Motions shall follow the guidelines set out in Appendix A of this document.

ARTICLE X - MISCELLANEOUS

Section 1. The Chapter may be dissolved by Chapter members in the following manner:

- A) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Committee. The resolution shall set forth the reasons for dissolution.
- B) Within 30 days following the Chapter Executive Committee action, a ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are sent, they shall be counted by the Chapter Executive Committee. A two-thirds (2/3) vote is required for approval of the action.
- C) Upon the adoption of the resolution to dissolve, the officers shall carry out the dissolution of the Chapter in conformance with applicable laws and Society Bylaws.

Section 2. If the Chapter Executive Committee no longer exists or conditions preempt the implementation of the preceding Section, a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President for their review. Upon the approval of the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

Section 3. The Society Board of Directors may dissolve the Chapter after failure of the Chapter to conform to minimum Society requirements for activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period. Upon notice, the officers shall carry out the dissolution of the Chapter.

Section 4. The official Society symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the Society Bylaws.

Section 5. Any fund-raising projects or activities shall be limited to those activities which are consistent with the purpose of the Society and the Chapter.

Section 6. Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.

- A) Minutes of meetings - permanently, (recommended by Society auditors).
- B) Correspondence - two years following completion of the Chapter year.
- C) Financial Records - seven years following completion of the Chapter year.

ARTICLE XI - AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by eleven (11) Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.
- Section 2. The Chapter Executive Committee shall publish any proposed amendments to the membership at least 30 days in advance of the meeting at which action will be taken.
- Section 3. Amendments shall be voted on at a regular or special Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval.
- Section 4. All amendments to these Bylaws will become effective after approval by the Regional Vice President.

ARTICLE XII - APPENDIX

Appendix A: E-Motion Procedures & Form

History: These procedures have been developed to standardize the process of submitting "motions" through e-mail in order to allow adequate time for all members of the executive committee to access and review the motion and respond. It was also established to ensure that the individual submitting the motion has given complete thought to the potential financial and/or volunteer time impacts. The ultimate goal is to ensure the Executive Committee remains good stewards of the Chapter's finances and time. The total time frame of the e-motion review and vote period should not exceed 14 days.

E-MMail Motion.

Since the Board meets on a monthly basis, the need for an e-motion/e-vote should be clearly restricted to only time-sensitive items. In no case should the discussion be less than one week, and a vote deadline be less than another week.

- 1) Actions on e-motion issues shall follow Roberts' Rules of Order, and Chapter's By-Laws.
- 2) The EC member who wishes to make a motion via e-mail must complete the *Motions, Recommendations and Proposals* form located on the following page.
- 3) This form shall be sent to the President and copy the Secretary and President Elect. As is standard with all motions, an e-motion will require a "second" and be open for discussion.
- 4) E-Motion Review Period: If the e-motion meets the requirements in item 2, it is then **distributed by the Secretary** to the body of voters (i.e., the Executive Committee) for a **7- calendar-day review and comment period**. A list of CEC names

with confirmed e-mail addresses of record, plus any alternate e-mail address, should be maintained by the Secretary. Order of business: E-mails sent requesting a motion review and vote should be sent with return receipt requested to confirm delivery. If a member does not have access to the internet or e-mail, then that member shall receive a fax. During this 7-day review period, CEC members may comment on the e-motion. Questions and/or comments shall be sent to the Secretary to collect and compile. (This is to avoid LONG e-mail strings of comments/questions/answers, which can become confusing, and also to protect the CEC's valuable time.)

5) Amendments: If an "amendment" to the motion is required, then the individual submitting the motion shall amend it on the required form and send to the Secretary for distribution.

6) E-Motion Voting Period: Once the 7-calendar day review period has concluded, the Secretary shall prepare the e-motion with incorporated questions/comments from the 7-day review period and send it out to body of voters.

The e-motion **voting period** shall be an additional **7 calendar days**. If the Secretary receives e- votes from all members of the CEC before the end of the 7-calendar days, then the Secretary should send an e-mail to the CEC stating that the voting has been complete and advising what the results were.

If the Secretary receives a majority vote (i.e., minimum 51 percent) either "for" or "against" the motion, then technically the motion is so moved, and the Secretary will inform the CEC via e-mail. If a majority has not been established, then the Secretary will follow-up 3 days before the e-vote is due and remind those that haven't returned their vote to do so before the voting period ends.

Extensions to the ballot return deadline are permitted only by the President.

Please note that a vote may be cast by e-mail or by phone (in case someone is traveling). The vote must be provided to the Secretary so that it can be properly recorded.

7) The Secretary will compile the votes and create a summary report showing the names of all voters and their vote. The summary report will be distributed to the entire Executive Committee.

MOTIONS, RECOMMENDATIONS AND PROPOSALS FORM

Subject:	Date:
Prepared by:	Title:

☒ **E-mail Ballot.** Please provide a reason for this issue to be decided by e-mail versus mail ballot, conference call, or Board Meeting (Check all that apply):

☐ Urgency of the issue (needs to be decided quickly) ☐ Inability to get a quorum for a conference call
☐ Board Meeting efficiency ☐ Time and cost impact of mail ballot ☐ Time and cost impact of a conference call
☐ Minor Issue with little or no financial impact
 Other (Please explain): _____

Type of business being conducted:

☐ Regular Business ☐ Treasury Procedures ☐ Chapter Standard Operating Procedures
 Other (Please Explain): _____

Motion/Recommendation/Proposal:

Justification:

Timing	Board Approval Target Actual	Implementation	Follow-up	Ongoing Program <input type="checkbox"/> Yes <input type="checkbox"/> No
Revenues	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	First Year \$ Annual \$ <input type="checkbox"/> N/A	Long-Term Projection or <input type="checkbox"/> N/A	
Expenses	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	First Year \$ Annual \$ <input type="checkbox"/> N/A	Long Term Projection or <input type="checkbox"/> N/A	
Staff Time	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	First Year (Hrs) Annual (Hrs) <input type="checkbox"/> N/A	Long Term Projection or <input type="checkbox"/> N/A	
Long Range Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specific Plan		
Reviewed by/date:	RVP/AVP	Staff Liaison	Treasurer/Audit Committee	Secretary

Adopted by the Alaska Chapter Executive Committee; May 17, 1983

Amended;

February 17, 1987

April 18, 1989

May 15, 1990

February 19, 1998

September 20, 2002

February 7, 2005

January 31, 2009

January 31, 2011

February 15, 2013

August 2022

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Alaska Chapter Bylaws 12.2022

Final Audit Report

2022-12-12

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-  Document e-signed by Justin Molocznik (justinmolocznik@gmail.com)
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